



PARKSIDE
COMMUNITY SCHOOL

ESTABLISHMENT, OFFSITE VISITS POLICY

(Policy now Inc COVID-19 Risk Assessment and Tick List as Appendix A&B)

| | |
|---|----------------------------------|
| Date of Policy: | September 2012 |
| Member of Staff Responsible: | Ben Riggott - Headteacher |
| Date policy was previously approved: | July 2019 |
| Review Date: | November 2021 |

Approved by SLT on 5 November 2020
Approved by M&O on 9 November 2020 (Min No: 11/2020-21.11)

'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'

Offsite Visits Policy

for

Parkside Community School

1. Introduction

Parkside Community School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

Parkside Community School (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE).

All establishment staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

Headteacher

The Headteacher is responsible for ensuring off-site activities and visits comply with the LA Guidance and this Visit Policy and are notified or submitted for formal approval as required, that all visits approved can be accommodated within the planned provision and that the ethos of each visit is one with which the school wishes to be associated.

The Headteacher will ensure that the **Educational Visits Co-ordinator** (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

The Headteacher will grant permission that a visit may take place after deciding that the timetabling and ethos of the visit are acceptable.

The nominated deputy to approve offsite visits in the absence of the Head/Deputy Headteacher.

Visit Co-ordinators

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

The EVC should be specifically competent, ideally with practical experience in managing a range of visits similar to those typically run by the establishment.

The designated EVC's for Parkside Community School are Lorraine Clewes and Louise Wigston (Education Trips Co-ordinator who received training in the role on 05.05.2015).

Update: Mrs Clewes and Mrs Wigston attended a training update course on 12 December 2017.

Visit Leader

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. They are responsible for ensuring relevant visit information is shared with parents/carers and consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Ratio

Please seek advice from EVC regarding staff ratios.

Governing Body

Under Health & Safety law the employer has primary responsibility for Health, Safety & Welfare of employees and students.

Along with the Headteacher, the Governing Body is responsible for ensuring visits are approved as required by the establishment visit policy, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Governor member responsible for monitoring this policy is **Mrs Jean Horton (Chair of Governors)**.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) **should first seek permission from the Headteacher by completing a 'Proposed School Visit for SLT Approval Form'**. The [Visit Planning Flowchart](#) can be referenced as required.

Staff should follow the LA and establishment guidance if undertaking 'home visits'. This does not form part of this policy.

Finance

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity document.

The establishment charging policy for off-site visits can be viewed in the Charging and Remissions Policy.

Staff Induction and Training

All new staff will as part of their induction into the establishment, be familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and national guidance.

The EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council.

Visit Approval

Parkside Community School has adopted the Derbyshire County Council system for approval of visits which is based on these being categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further field that require detailed planning and leader competence.

The [Visit process flowchart](#) provides further detail.

All visits must be planned and assessed by the Visit Leader and require the completion of a 'Proposed School Visit for SLT Approval Form' at least 2 weeks prior to the event.

UK residential visits will require at least 4 weeks' notice.

**** It should be noted, however, that overseas visits require at least 12 weeks' notice.**

The EVC will then enter the details of the visit onto EVOLVE for submission to the Headteacher for approval.

Category 1:

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are:

On-site activity (excluding adventurous activities listed in category 3)

Transporting young people between multi-site establishments or other local schools/venues

Regular curriculum delivery at off-site learning provider venues (14-19)

Visits in and around your base setting on foot (churches, parks, urban centres)

Sports fixtures (involving transport)

These visits should be planned using the establishment specific local visits risk assessment and with approval by the EVC and Headteacher. Activities can be covered by an [annual blanket parental consent](#).

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the Visit Leader will sign out before departure leaving relevant information with the base contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completing a new document each time.

Category 2:

These visits are single "one off" day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

Visits requiring use of transport (urban areas, theatres, social events, places of interest)

Swimming (excluding open water)

Fieldwork visits (not in open/remote country)

Activities at Water Margins (coastal locations & inland waters)

Farm visits
Forest school programmes.

Approval is delegated to Parkside Community School, Headteacher and visits should be covered by a [specific parental consent](#).

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an [annual blanket parental consent](#).

The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completing a new document each time.

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your EVC and Head/ Manager for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. forest school. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Category 3:

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by **Lorraine Clewes and Louise Wigston (Educational Visit Co-ordinators)** and authorised by the Headteacher. Specific consent will be required for each visit.

Overseas visits and DofE expeditions will be submitted to the LA **four working weeks** before a visit is set to take place, and before anyone is financially committed. **Other visits requiring LA approval require two working weeks notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation. Providers will not be used until they have been 'vetted' by the LA.

4. Risk Management

The risk management of an activity is normally carried out by Visit Leader and assistants with the support of EVCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Parkside Community School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorses this approach through its 'Principles of Sensible Risk

Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Parkside Community School staff will adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

A copy of the establishment generic visits risk assessment is attached and a blank copy of the Event Specific Notes form can be downloaded from the EVOLVE website, this can only be completed by the Headteacher or EVC.

5. Monitoring

SLT member

The arrangements for monitoring off-site visits within Parkside Community School are agreed as required and this will be undertaken by Mr Ben Riggott, Headteacher.

6. Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with the Headteacher in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

As an employer, in addition to the standard public liability cover which all establishments will have in place, Derbyshire County Council offers LA Schools the opportunity to buy into an annual 'blanket' personal accident cover / travel insurance, provided through CHUBB, covering any off-site activities and overseas travel ventures. It is the responsibility of the Governing Body, Headteacher and EVC to determine whether any additional insurance should be taken out. Academies and other non-school based establishments must make their own insurance arrangements.

Insurance in Parkside Community School is provided by **Chubb Insurance Company of Europe**.

7. Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Parkside Community School endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaption or modification
- integration through participation with peers.

Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

Behaviour

Parkside Community School encourages the use of codes of behaviour conduct as a means of establishing appropriate expectations of young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

Whilst inclusion of young people and adults on offsite visits will be the norm at Parkside Community School, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

8. Evaluation

To ensure rigorous evaluation of each visit can take place, Visit Leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the Visit Leader and staff team to agree how the Learning Outcomes are to be **prioritised**, in the early stages of the planning process and documented on the EVOLVE record. Each identified outcome can be evaluated and recorded using EVOLVE.

9. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designated by the establishment who may be needed as a link between the party, the parents/carers, the establishment and the County Council in the event of an emergency. The home contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

In the event of a delay in returning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be contacted as soon as possible to inform Parkside Community School, Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious to contact Derbyshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. This is the number for Call Derbyshire. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or carers.

For visits that take place outside normal establishment hours:

- **A completed Emergency Card – Visit Leader (or equivalent) must be with the Visit Leader at all times, and**
- **A completed Emergency Action Card – Home Contacts (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.**

- A First Contact Emergency Action Card can be used when taking an initial a call from a Visit Leader in an emergency.

10. Accident Reporting

All accidents will be handled in line with Derbyshire’s County Council’s Accident Reporting Procedures. Accident Forms and other related documents are available in the Resource section of EVOLVE – Guidance.

Academies must ensure they have equivalent procedures to meet the requirements of the law and good practice. Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.

Chair of Governors

Signature:

Name:

Date:

Headteacher/Manager

Signature:

Name:

Date:



Off-site Activities Emergency Plan

Before you go

- All adults in your party should carry with them a copy of this sheet.
- All adults in your party should carry with them lists of the students involved, their emergency contact numbers and any medical information.
- Leave a detailed itinerary and a list of students involved with their emergency contact numbers with reception.
- If your trip takes place wholly or partly out-of-school hours also give a copy of this information to Kam Grewal-Joy.
- Take with you a first aid kit and mobile phone if possible.

Communication

- Immediately inform a member of SLT.
- Give the SLT member your contact telephone numbers and precise location for future communication.
- **Do not allow students or other staff access to phones or other communication, including their own mobile phones, until SLT has told you that all parents have been informed of the emergency.**

Media Interest

- The incident may attract immediate media interest.
- No member of staff should discuss matters with the media.
- If contact with the media is unavoidable, only SLT should give only basic facts.
- Never release any names.
- Care should be taken in the preparation of any statement as legal action might follow an incident.
- Do not discuss legal liability with anyone!

In the event of an emergency

Emergency Action

- Keep calm.
- Administer first aid or immediate action to prevent further injury or trauma.
- Call the appropriate emergency services.
- Account for all members of the party and ensure they are safe.
- Safeguard against further incidents by isolating the group from the scene.
- Ensure that an adult goes with any casualties to hospital.
- Ensure that remaining students are adequately supervised.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services.
- If only one adult is available, decide on the best course of action.

In ALL cases parents must be informed of ANY injury or accident, however minor.

Writing a report on the incident

- As soon as possible, whilst events are still fresh in everyone's memory, begin to compile notes ready to write an official report.
- Keep a record of names and addresses of witnesses or people involved.

Telephone numbers

(When calling from abroad, dial 0044 then omit the first 0 of the code or mobile number)

| | |
|------------|--------------|
| School | 01246 273458 |
| BRI | |
| BRI (home) | |
| DMI | |
| GDE | |
| GDE (home) | |

Appendix A

DERBYSHIRE COUNTY COUNCIL MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS CHILDREN'S SERVICES



CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

PART 1 : ADMINISTRATIVE DETAILS

| | | | |
|------------------------------------|--|----------------------|--|
| Section/Establishment Name: | | | |
| Date of Assessment | | Date of Issue | |
| | | | |
| Assessment carried out by | | Signature | |

| Reviews | | | | |
|-------------|-------------|------|--------------|---|
| Review Date | Reviewed by | Date | Changes Made | |
| | | | Y | N |
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|--|--|
| Name of Manager confirming and agreeing Assessment: | |
| Signature: | |

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name | Signature | Date | Print Name | Signature | Date |
|------------|-----------|------|------------|-----------|------|
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RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|---|--|---------------|---|--|---------------------|---------------------|
| Lack of current and relevant information / guidance Spread of Covid-19 through school and wider school community | The school/setting has the most recent information from the Government, and this is distributed throughout the school community | | | ➤ | | |
| | In addition to the Government Guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly | | | | | |
| | Head Teacher/Manager to ensure daily checks are made with Government updates | | | | | |
| | Any change in information to be shared with Chair of Governors and communicated to parents and staff | | | | | |
| | School/Trust/Setting Website information is automatically updated | | | | | |
| | Pupils updated as necessary | | | | | |
| | All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager | | | | | |
| | The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided | | | | | |
| | Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern | | | | | |
| | Parents are informed of hygiene expectations and for the need to communicate this message in the home environment | | | | | |
| Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors | | | ➤ https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016 | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|--|---|---------------|--|--|---------------------|---------------------|
| Precautionary transmission measures not being followed in school | Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired | | | ➤ | | |
| | Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school | | | | | |
| | Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles | | | | | |
| | Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves | | | | | |
| | Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work | | | | | |
| | All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work | | | | | |
| | Toilets are only (wherever possible) used by 1 member of staff at a time | | | | | |
| | Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups | | | | | |
| | Handwashing techniques are explained to all pupils | | | | | |
| | Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • If you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • Avoid touching your eyes, nose and mouth with unwashed hands | | | | | |
| All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school | | | ➤ Parents may wish to send their hand wipes and sanitisers into school with pupils (<i>soap and water is more effective than using sanitisers</i>) | | | |
| Supervision of pupils washing hands correctly in school is periodically undertaken by staff | | | | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|--|--|---------------|---------------------|--|---------------------|---------------------|
| Social distancing failure | <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils around the school staggered to reduce large groups of pupils / staff gathering</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school</p> <p>Pupils stay with their small group/class and are encouraged to observe social distancing and not play with other groups/classes</p> <p>As much as possible, children, young people and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> • sitting children at desks that are far apart • ensuring everyone queues and eats further apart than normal • keeping apart when in the playground or doing any physical exercise • visiting the toilet one after the other • putting guidelines on the floor in corridors • avoiding unnecessary staff gatherings <p>As much as possible, (in early years settings) staff seek to prevent the sharing of food, drink, utensils, equipment and toys</p> <p>Staff implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for</p> <p>Parents are discouraged from gathering at school gates</p> | | | ➤ | | |
| High demand for places where there is not enough staff or provision capacity | <p>Contact is made with our Local Authority to identify and coordinate support from other schools in the area</p> <p>Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources</p> <p>An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions</p> | | | ➤ Inform staff and contact parents (check Derbyshire County Council Communications on wording) with Derbyshire County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school. | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|--|--|---------------|---------------------|--|---------------------|---------------------|
| <i>(Continued)</i> High demand for places where there is not enough staff or provision capacity | <p>An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions</p> <p>If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds</p> <p>If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust</p> | | | <p>➤ Inform staff and contact parents(check Derbyshire County Council Communications on wording) with Derbyshire County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school.</p> | | |
| Staff and / or pupils attending the school temporarily from a different school | <p>An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid</p> <p>Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc</p> <p>For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place</p> <p>All contact points for new staff and / or pupils is collated to ensure effective communication channels</p> | | | <p>➤ groups/classes</p> | | |
| Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | <p>Staff (or visitor) to self- isolate – journey home by car</p> <p>Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing</p> <p>Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated until further notice) whilst being mindful of the pupils needs</p> <p>A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)</p> <p>Parents informed of their child developments and asked to collect immediately and contact NHS on 111</p> <p>Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)</p> | | | <p>➤ Inform staff (check Derbyshire County Council Communications on wording)</p> | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|--|---|---------------|---------------------|---|---------------------|---------------------|
| Confirmed staff or pupil Covid-19 case | <p>Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u>, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.</p> <p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</p> <p>The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance</p> | | | ➤ | | |
| Lack of hygiene provision and effective cleaning | <p>Soap dispensers and hand towels within toilets are fully stocked at the start of each day</p> <p>Regular checks are made throughout the day to ensure adequate supply</p> <p>Instillation of hand sanitisers are located at key points around the site i.e. entrances, exits etc</p> <p>Site staff follow (existing) cleaning procedures and risk assessments with special attention given to contact points i.e. light switches, hand rails, door handles and toilets etc</p> | | | ➤ | | |
| Site staff absence Effective cleaning no longer available | <p>The school/setting would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds</p> <p>Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover</p> | | | <p>➤ Contact Property Services for availability of site staff</p> <p>Inform staff and contact parents (check Derbyshire County Council Communications on wording) with Derbyshire County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school.</p> | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|---|---|---------------|---------------------|--|---------------------|---------------------|
| Travelling to and from work | Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly) | | | ➤ | | |
| | Staff are advised to keep up to date about reduced public services and closed stations | | | | | |
| | Staff try to avoid rush hours and busy times if they can | | | | | |
| Driving to and from work | If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can | | | ➤ | | |
| | Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle) | | | | | |
| Fire Operating in a different manner to normal operation | The operational Fire risk assessment has been reviewed and appropriate controls are in place | | | ➤ | | |
| | The school/setting has a system for knowing who is in the school when open | | | | | |
| | Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary) | | | | | |
| | There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off. | | | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|---|--|---------------|---------------------|--|---------------------|---------------------|
| <p><i>(Continued)</i></p> <p>Fire</p> <p>Reduced staffing levels, staffing and pupils from other schools using the building, limited areas of the school being used</p> | <p>Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building</p> <p>Staff know where firefighting equipment is</p> <p>Activities undertaken do not increase the potential for fire</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only</p> <p>Alarm points and the Fire log book checks are completed</p> | | | ➤ | | |
| | | | | ➤ | | |

In agreement with Government guidance the School/Setting will endeavour to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|-----------------------|--------------------------|---------------|---------------------|--|---------------------|---------------------|
| | | | | | | |

Appendix B

Covid19 Tick List

This tick list **must** be used in conjunction with the latest guidance from DfE and FCO, National OEAP (Outdoor Education Advisors Panel) and Derbyshire County Council. The latest advice is available at www.gov.uk/coronavirus/education-and-childcare

Before any school visit can be undertaken the following points should be considered and control measures that are to be implemented record on the risk assessment.

Pre-planning:

- A pre-visit covid-19 (C19) assessment to the venue is required to ascertain if control measures e.g. social distancing and hygiene can be maintained. Also check that public toilets are open
- Insurance policy? Are parents aware that if a visit is cancelled deposits are unlikely to be refunded by providers? Discuss with the provider and or ensure the situation is stated clearly to parents/guardians
- Parents/guardians know not to send their child if they or family members are showing signs or symptoms of C19

Students & Staff:

- Assess that no students or staff are showing signs of C19 symptoms before departure
- Have a strategy in place to deal with a student or staff member that begin to show signs or symptoms of C19 on the visit. Carry the necessary PPE, isolate the person, ideally picked up by parents/guardians.
- Know what the school protocol is e.g. record who has been in close contact with the student, follow the school protocol on students showing signs & symptoms

Transport:

- Will transport be required? If so in addition to the normal transport RA please provide details of how you will follow the latest social distancing guidelines and the protocol of the school if working in 'bubbles'
- Has the bus been cleaned / sanitised before your group's use of it?
- If using face coverings, where do students put them when not in use? Possible solution: each student has a plastic bag to safely store their face covering in.
- Ensure spare face coverings are taken

Walking:

- If walking to the venue and at the venue how will this be managed taking into account social distancing guidance / school protocol on distancing.
- On your pre-visit walk the route, imagine members of the public coming in the other direction, or for popular venues another party of students!
Strategies: a staff member walks ahead and politely ask members of the public to wait / negotiates with the other school
Pre-visit look for 'passing points' and pinch points and lunch stop.

Staffing:

- Are staff at school willing to attend the visit? Do not assume that they will be.
- If volunteers are to be used to staff visits, careful consideration must be given to the latest guidance on social distancing and keeping within 'bubbles'

Food/Hygiene:

- Pupils and staff should provide their own food and refreshments
- Pupils should take all their rubbish home in their sandwich box/bag
- Hand sanitising gels should be available and used regularly and or handwashing if available

| | |
|--|--|
| <p>Provider/Facility:</p> <ul style="list-style-type: none"> • Has there been communication with the provider? What extra provisions do they have in place to safeguard against Covid19? • Will the venue be open to the public whilst you are there? If so how will this be managed, what are the strategies you will employ in order to safeguard all? • Any tools or equipment used whilst at the venue should not be shared by students or thoroughly cleaned in-between students. | |
| <p>First Aid :</p> <ul style="list-style-type: none"> • If first aid is required to be administered by your delegated first aider how will they and the patient be safeguarded in relation to Covid19? • Have the correct PPE in your first aid kits | |